

Subject	Specifications
Project Name	Appointment of Guarding Services at various locations in the North Region
Reference	RFQ No.23/24/85/HM



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1. Background & Objective of Bid

South African Post Office Limited requires a service provider/s to provide a guarding solution at the Post Office outlets.

The duration of this contract is for five months (5 months).

2. Objective of bid

To appoint a guarding company for guarding at the following South African Post Office premises/branches:

Mpumalanga Province

• Nelspruit Hub -	2	x	Grade C	Night shift	(Mon to Sun)
	1	x	Grade C	Dayshift	(Mon to Sun)
• Lydenburg Post Office –	2	x	Grade C	Nightshift	(Mon to Sun)
	1	x	Grade C	Dayshift	(Mon to Sun)

Limpopo Province

• Polokwane Post Office	1	x	Grade C	Nightshift	(Mon to Sun)
	1	x	Grade C	Dayshift	(W/ends & P/Holidays)
• Polokwane Mail Centre	2	x	Grade C	Nightshift	(Mon to Sun)
	2	x	Grade C	Dayshift	(Mon to Sun)
• Groblersdal Post Office	1	x	Grade C	Nightshift	(Mon to Sun)
	1	x	Grade C	Dayshift	(W/Ends & P/Holidays)

3. Scope of work

The service provider shall achieve the following deliverables, each of which is a specific deliverable required by SAPO without limitation to the services or any related obligation, activity or responsibility described in this Scope of Work or the Contract:

3.1 To provide a guarding service, day shift start from 06.00 until 18.00 and night shift 18.00 until 06.00 with Grade C levels. The service must be rendered day and night at the above mentioned Post Office premises and Post Offices, 6/7 days a week. The security company must be PSIRA registered and provide PSIRA registered and accredited armed and unarmed guards.

3.2 To safeguard SAPO assets, employees, customers and service providers.

3.3 To control access into the premises and building during the day.

3.4 Security officers to have a form of communication possibly a radio or a cellphone.

3.5 To provide detailed reports to SAPO, Security and Investigations office of any incident or service irregularity within a 24 hour turnaround of the incident occurring. This does not however stop the security company from informing Security and Investigations immediately when a service irregularity or an incident occurs.

4. Requirements

4.1 The implementation of physical security, access control and other security measures, aimed at preventing and or deterring crime. Identified risks and threats to the South African Post Office premises and branches and in so doing, safeguard SAPO assets, employees, customers and suppliers.

4.2 Reporting and documenting any damage, loss or incident of any nature within 48 hours of deployment, to the respective SAPO Regional Manager/ contact person.

4.3 Identify cause and prevent injury or death to any person within the deployment point/s.

4.4 Occurrence Book/s (OB) must be maintained at deployment point/s.

4.5 Respond to and report any irregularities, unsafe acts and unsafe conditions.

4.6 Regular patrolling of deployment point/s in order to enforce and maintain law and order and to prevent /detect damage, destruction, sabotage, vandalism, theft and assault.

4.7 Guards are to be visited three times per shift on a four hourly basis.

4.8 Have local SAPS telephone number at their disposal.

4.9 Report any suspicious people to your supervisor, branch manager and security and investigation personnel.

4.10 Implement physical and procedural measures, aimed at preventing identified risks and threats to the branches.

5. Resource Requirements

SAPO will contract with the successful bidder based on the (estimated) resources and the total price per grade. Bidders will submit their service rates per hour which must also be quantified in a monthly and annual rate.

The number of guarding resources indicated in the bid is but an estimate, the required resource could increase or decrease during the bidding process, at the contractual stage and during the course of the three month contract term.

6. Uniform and Equipment Requirements

All guards deployed to SAPO premises must be dressed according to the following dress code.

6.1 Uniform

All guards deployed to the service areas must be dressed and equipped appropriately. Retail and Support sites - formal (collar, tie & step in / lace up shoes):

- Rain Suit
- Handcuffs
- Hand held metal detector
- Reflector jacket
- Baton
- Torch
- Pocket book and pen
- Occurrence book
- Hand held radio incorporating a panic facility and guard tracking capability
- Firearm Competency certificate

NOTE: The costing of radios, firearms and uniform is to be costed into the prices as reflected in Annexure A.

6.2 The following operational penalties / liabilities will apply in the event of, but not limited to the following:

- | | |
|---|---------|
| ▪ Late Posting | R200.00 |
| ▪ Incomplete Uniform | R100.00 |
| ▪ Short Posting | R200.00 |
| ▪ No OB or incomplete | R50.00 |
| ▪ No or insufficient site visits | R50.00 |
| ▪ Guards posted without firearms (Where required) | R200.00 |

Requested By:
Acting Regional Manager
Security and Investigation
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